DOCUMENT RESUME

ED 445 038 TM 031 643

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TITLE Tests That Work: Designing and Delivering Fair and Practical Measurement Tools in the Workplace.
ISBN ISBN-0-7879-4596-X
PUB DATE 1999-00-00
NOTE 354p.
AVAILABLE FROM Jossey-Bass/Pfeiffer, 350 Sansome Street, 5th Floor, San Francisco, CA 94104-1342 ($49.95). Tel: 415-433-1740; Tel: 800-274-4434 (Toll free); Fax: 415-433-0499; Fax: 800-569-0443; Web site: www.pfeiffer.com.
PUB TYPE Books (010) -- Guides - Non-Classroom (055)
EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Measurement Techniques; *Measures (Individuals); *Occupational Tests; Performance Based Assessment; *Personnel Evaluation; Test Results; *Test Use; Testing Problems

ABSTRACT

This guide shows organization managers how to use tests to assess skills and values in the workplace, as well as how to develop good, fair tests without needing any other resources. Part 1, chapters 1 through 5, presents basic information about tests and their practical applications. Part 2 describes the 15 steps of the testing process. The chapters are: (1) "Tests"; (2) "Categories of Tests and Items"; (3) "Measurement"; (4) "Measuring Competence: Defining Performance and Mastery"; (5) "The Three Principal Uses for Tests"; (6) "Justifying the Test"; (7) "Planning the Test"; (8) "Developing the Test"; (9) "Practicing and Administering the Test"; (10) "Evaluating and Reporting the Results"; (11) "Using Test Results"; (12) "Evaluating the Test"; and (13) "Test Management: An Ethical Process." An appendix contains a glossary of testing items. (Contains 51 figures and 56 references.) (SLD)

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